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Approved For Release 2003/06/26 : CIA-RDP84B00890R000800100014-6

2 November 1981

MEMORANDUM FOR: Director of Finance

25X1      FROM : [REDACTED]  
              Deputy Chief, Audit and Certification Division  
  
SUBJECT : Government Transportation Requests (GTRs)  
              Quarterly Report of Usage and Savings  
              1 July - 30 September 1981  
  
25X1      REFERENCES : A. OFN No. 1-81  
                  B. [REDACTED]  
                  C. Memo to EO/OD&E to D/OF dtd Aug 81

1. Attached is a report by component and Directorate covering the usage of GTRs for domestic TDY travel by overt Agency employees based on GTRs issued by decentralized B&F Offices during the period 1 July - 30 September 1981, and the approximate savings realized through use of GTRs to obtain "city-pair" contract discount air fares or non-contract competing discount air fares for official Government travel during the period. Also reported below are the same usage and savings figures for

25X1      25X1      [REDACTED] GTRs issued by Central Processing Branch (CPB) beginning 3 August 1981. Issuance of [REDACTED] by CPB has grown steadily during the last two months of the reporting period. The CPB figures do not provide a breakdown by components or Directorates, nor between overt and official cover (covert) travellers. Those GTRs issued by CPB include a large number of "pre-paid" round trip discount tickets arranged for Invitee travellers at the request of SPD/OP.

2. The approximate savings were computed on the basis of the difference between the Government discount fares obtained and the full economy ("Y" Class) fares which would otherwise have applied. The per-trip savings may be somewhat less in the current quarter as domestic air carriers have recently reduced many Economy Class fares slightly while increasing or eliminating most general discount fares such as "Super Savers."

3. The number of GTRs issued includes GTRs cancelled due to administrative error, trips cancelled, and late itinerary changes.

4. The obvious differences in the scale of savings per trip between some components is a function of short-range trips or trips to destinations not offering "city-pair" or other discount fares in some components compared with frequent travel to distant points in other components - especially to [REDACTED] which represented savings of \$558 and \$564 per trip.

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5. OD&E will initiate use of [ ] for its Headquarters couriers and for its two [ ] installations beginning in early November, in accordance with reference C.

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6. A survey of potential requirements for use of [ ] for personnel at Agency facilities beyond the Headquarters area has been completed. A full report will be submitted shortly. In brief only the two OD&E [ ] Office appear to be likely candidates for use of [ ]. Each of these facilities should serve several components (including [ ]) in addition to their own personnel. Proposed procedures and requests for approval of these extended assignments of [ ] will be initiated in early November.

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7. Central Processing Branch is preparing a memorandum requesting approval to use [ ] for foreign TDY travel. This will allow realization of savings from discount air fares on the domestic legs of such travel, especially to and from the Los Angeles, San Francisco, Honolulu, Dallas and Miami gateways. It is also expected to enhance cover and security by providing a GTR Number on travellers' tickets (as would normally be found on the tickets [ ]) and minimizing reliance on the old and "shop-worn" [ ]. Cover mechanisms currently used for most foreign TDY travel arrangements through CPB.

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8. It is planned that use of [ ] through CPB for foreign TDY travel will be announced by a Headquarters Notice which will also reiterate CPB's procedures and time constraints, the overriding reasons for use of GTRs and related advance travel planning, and the availability of "pre-paid" ticketing arrangements through CPB to obtain discounts for personnel travelling TDY to Headquarters from [ ] points not having access to GTRs.

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9. The use of [ ] and "pre-paid" tickets for domestic and foreign PCS travel is being studied by CPB.

10. A few components have not made use of the [ ] capability through CPB. Where this is a significant consideration, the matter has been discussed with Directorate level personnel and action should be taken by the Directorate in the near future to remedy the situation.

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1 July-30 September 1981

<u>COMPONENT</u>	<u>GTRs ISSUED</u>	<u>APPROX. SAVINGS</u>	<u>FOOTNOTE</u>
AO/DCI	5	\$ 2,868	
ICS	33	15,311	
OP (Recruiters)	99	1,500	(a)
DDA/OL	8	2,639	
DDA/ODP	20	4,550	
DDA/OT&E	16	4,000	
DDA/OF	6	1,926	
NFAC/OD	39	7,732	(b) & (c)
NFAC/OSWR	38	8,250	(c)
NFAC/OCR	6	180	(c)
NFAC/OIA	9	1,847	
DDS&T/OD	3	155	
DDS&T/OTS	3	118	
DDS&T/OSO	39	9,695	
DDS&T/OD&E	418	201,000	(d)
25X1 DDS&T [ ]	156	31,926	
DDS&T/ORD	63	20,148	
DDS&T/NPIC	32	9,525	
25X1 DDS&T [ ]	<u>5</u>	<u>2,750</u>	
SUB-TOTALS			
(Overt Travel Only)	998	\$523,718	
CENTRAL PROCESSING BRANCH	<u>785</u>	<u>185,000</u>	(e) & (f)
GRAND TOTALS	<u>1,783</u>	<u>\$508,718</u>	

<u>DIRECTORATE (SUMMARY)</u>	<u>GRTs ISSUED</u>	<u>APPROX. SAVINGS</u>
DCI & ICS	157	\$ 17,679
DDA	50	12,915
NFAC	92	18,009
DDS&T	<u>719</u>	<u>275,115</u>
SUB-TOTALS	998	\$323,718
CENTRAL PROCESSING BRANCH	<u>785</u>	<u>185,000</u>
GRAND TOTALS	<u>1,783</u>	<u>\$508,718</u>

FOOTNOTES: (a) Includes only 29 GTRs for which final travel accountings have been processed and savings can be estimated. Most trips were local area Recruiter air travel for which "city-pair" or other Government discount air fares are not applicable.

- (b) Includes all NFAC components except OSWR, OCR and OIA.
- (c) Overt GTR accounts closed as of 30 September. All travelers will be processed through Central Processing Branch on  
[redacted]
- (d) Effective o/a 2 November 81, OD&E will send all overt employees to CPB for [redacted] except "last minute" travelers for whom OD&E will retain a small stock of CIA (overt) GTRs, and Headquarters couriers for whom OD&E will have a stock of  
[redacted]
- (e) No breakdown available between overt, covert (official cover), and Invitee travelers; or between components or Directorates.
- (f) Issuance of [redacted] by CPB began 3 August 81. Volume is growing rapidly.

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25 February 1982

MEMORANDUM FOR: Director of Finance

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FROM : [REDACTED]  
Deputy Chief, Audit and Certification Division

SUBJECT : Government Transportation Requests (GTRs)  
Quarterly Report of Usage and Savings  
1 October-31 December 1981

1. Reported below is the usage of GTRs for domestic TDY travel by Agency employees during the period 1 October-31 December 1981, and the approximate savings realized through use of GTRs to obtain "city-pair" contract discount air fares or non-contract discount air fares for official Government travel during the period.
2. The approximate savings are computed on the basis of the difference between the Government discount fares obtained and the estimated full economy ("Y" Class) fares which would otherwise have applied.
3. The number of GTRs issued includes GTRs cancelled due to administrative error, trips cancelled, and late itinerary changes.
4. The breakdown by component relates only to overt (Agency) GTRs issued to overt employees, except in Central Processing Branch (CPB) and OD&E. The figures for CPB represent covert [REDACTED] GTRs used for both overt and official cover Agency employees of all components, and for Invitee travelers. CPB figures cannot be broken down between overt/official cover/Invitee travelers, or by component and Directorate. The figures for OD&E include both Agency and [REDACTED]
5. The summary by Directorate is no longer given as the heavy and broad use of CPB for GTRs by most components, without a breakdown by Directorate, makes such a summary of little value.

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<u>COMPONENT</u>	<u>GTRs ISSUED</u>	<u>APPROXIMATE SAVINGS</u>
DCI/AO	3	\$ 691
ICS	18	6,914
DCI/OP	20	800
DDA/OL	8	2,300
DDA/ODP	65	12,000
DDA/OTE	8	2,600
NFAC/OIA	11	1,998
NFAC/SOVA	1	250
DDS&T/OSO	52	13,466
STAT DDS&T [ ]	126	22,944
DDS&T/ORD	82	14,792
DDS&T/NPIC	21	8,859
DDS&T/OD&E	408	159,000
Central Processing Branch	<u>1,186</u>	<u>311,775</u>
GRAND TOTALS	<u>2,009</u>	<u>\$558,389</u>

6. For the January-March 82 quarter, GTR usage should remain at about the level reported above. The estimated savings should drop significantly due to the current airline "price wars" which have in some instances substantially reduced standard economy fares. On the heavily traveled routes to California, the estimated savings have been reduced from about \$650 to \$375 per trip due to a drop in the economy fares of \$200 to \$300 since late 1981.

7. Procedures for use of GTRs on foreign TDY travel to take advantage of the discounts on domestic legs of such travel, and for CT Invitees, are still under development.

8. All components now seem to be making generally effective use of GTRs for domestic TDY travel, and where appropriate the facilities of CPB to maximize fare savings and administrative efficiency. The only major anomaly is OD&E, which turned in its stock of overt GTRs in January, and is now using [ ] exclusively, but with a major portion of those GTRs being issued by OD&E/B&F rather than CPB. This does not appear at present to have any adverse effect on discount fare savings, but does seem to present some administrative problems.

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Government Transportation Requests (GTRs)

Quarterly Report of Usage and Savings

This report shows by component the number of GTRs and the approximate savings compared to regular air fares.

The two copies attached cover the period 1 July - 31 December 1981.